# Misc. Pay Government Initiator/Acceptor/LPO

## Quick Reference

# Quick Reference Index:

# WAWF Introduction:

Wide Area Workflow (WAWF) provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment.

# WAWF Misc. Pay Roles:

### Initiator/Acceptor:

A Government Initiator/Acceptor has the ability to create and submit Miscellaneous Payment transactions via the Web, EDI or SFTP for the following:

• Personal Reimbursement for a Federal Entity: e.g., Federal Employee or Military Member, including Retirees

• On behalf of a Non-Federal Entity: CCR – CAGE Code

• On behalf of a Non-Federal Entity: Non-CCR – Business [Employee Identification Number (EIN)]

• On behalf of a Non-Federal Entity: Non-CCR – Individual [Social Security Number (SSN)]

Substantiating information (attachment) is required to support the payment.

A Government Acceptor, as an Agent for the government, must verify that the goods or services for which the government is being invoiced were satisfactorily delivered and that the invoice is correct and appropriate. An Acceptor can perform the following processes in WAWF:

• Accept or reject Misc Pay Vouchers

• View documents and check document status

• Correct and resubmit Misc Pay Vouchers he/she has submitted that were rejected

• Recall vouchers he/she has submitted (if they have not been processed further), make changes and resubmit

### Local Processing Office (LPO):

A Local Processing Official (LPO) is a Certifying Officer who must comply with all the appropriate Certifying Office Legislation (COL) guidelines. He/she completes the certification role via the LPO role within WAWF. The LPO can perform the following processes in WAWF:

• Certify Misc. Pay Vouchers after verifying the Long Line of Accounting (LLA)

• Reject Misc. Pay Vouchers, if applicable

• View documents and check document status

## *Payment Officials:*

WAWF provides the electronic payment folders for DFAS payment functions to expedite the payment process. The ability to provide legacy payment systems EDI transaction sets to limit the re-keying of data and associated errors, will increase accuracy and reduce manpower requirements. The ability to review and reject, with comments, improper Invoices for correction and resubmission will reduce the number of calls from Vendors asking why the Invoice was rejected, or what the status of the payment is; while the rejection is in the mail being returned today! This capability is available via the Web only.

As a Payment Official, a government official can perform many processes in WAWF. He/she can:

• Review, accept, and process documents

• Place documents on hold

• View documents and check document status

• Recall documents he/she has taken action on, make changes, and resubmit the documents. On recall any documents with the status of "MyInvoice" or "Paid", he/she can only enter comments and attachments on the Misc. Info tab, after submission, the document status will remain unchanged.

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🖹 NOTE: In many cases, document information flows to a payment system via EDI (Electronic Data Interchange) before the documents reach the Payment Official. In these cases, the documents are not processed by the Payment Official within WAWF.

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## *Document Access – View Only:*

In addition to the roles outlined above, additional personnel who have a need to view documents can be granted access in a view only mode. Once a document has been captured and processed, it is made available for view only. Access to the documents is limited by the Contractor and Government Entity (CAGE) Code or the Department of Defense Activity Address Code (DoDAAC), to which the individual is responsible for monitoring. A single electronic copy of the document to be accessed by any authorized user with Web capability is available. Authorized government personnel are able to view the Contract, Receiving Reports, and Invoices. Vendors will be able to query and view his/her previously submitted documents.

## Misc. Pay Introduction:

Miscellaneous Payment is a non-contractual "3n1" transaction containing the required information to support entitlement, ensure government acceptance and effect payment. The Misc. Pay can be initiated by two entities: (1) Vendor initiated for companies with a CAGE Code, or (2) Government Acceptor initiated for Personal Reimbursements or on behalf of a Non-Federal Entity.

## Misc Pay Types:

| Misc. Pay Types | Description |
|---|---|
| ANGM | Air National Guard Meals |
| APPR | Apprehension Rewards & Reimbursements & Confinement Costs |
| ATTN | Attorney Fees (other than EEOC) |
| BANK | BANK |
| BILL | Billeting |
| CHLD | Child Care (non-contractual) |
| CLAS | Class "A" Agents (used when disbursing vouchers are processed) |
| CLTH | Clothing |
| COMM | Communications - Cell Phones, Phones $ Equipment |
| CONT | Contingency Funds for Foreign Dignitaries (Contingency Fund Limit .0015) |
| CQTR | Contract Quarters |
| CRIM | Contingency Funds for Criminal Investigative Services - Contingency Fund Limit .0015 (background checks, etc) |
| CVAP | Civil Air Patrol |
| DEMR | Demurrage |
| EEOA | EEOC Settlement Agreement (Paid to an Attorney) |
| EEOE | EEOC Settlement Agreement (Paid to an Employee) |
| FIRE | Reciprocal Mutual Aid Agreements for Fire Protection |
| FRED | Barn |
| FUNL | Funeral, Internment & Mortuary Expenses |
| GIFT | Gift |
| GRNT | Grants |
| HONO | Honorarium |
| HOSP | Hospital Accreditation |
| INVE | Investigation Expenses (includes background investigation, but not under Contingency Fund Limit .0015) |
| IPAA | Intergovernmental Personnel Act (IPA) |
| JETF | Petroleum, Oil & Lubricants (POL) |
| LAUN | Laundry and Dry Cleaning |
| LGLC | Claims (legal) |
| MAIN | Maintenance Services |
| MEDS | Medical Services (provided by non-federal sources) |
| MEMO | MOUs/MOAs |
| MWRE | MWR & General Entertainment |
| NAFI | NAF (payment made under the Uniform Funding & Mgmt Practice. Qtrly pmt made to the Community Family Support Center) |
| NTSH | Non-Temporary Storage (NTS) of HHG |

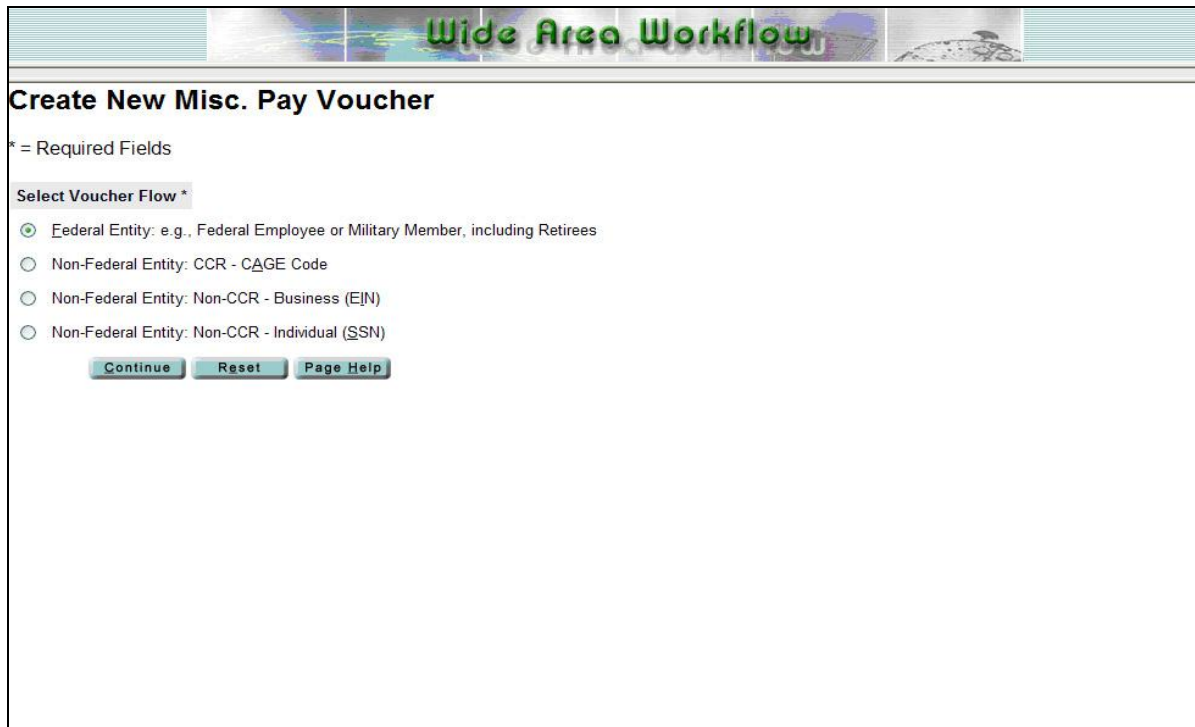| Misc. Pay Types | Description |
|---|---|
| PARC | Parcel Post (small parcels) |
| PATN | Patents, Copyright & Designs |
| POSG | Postage - Paid to Government Entity (does not include small parcels as customers will use PowerTrack process to pay for these shipments) |
| POSP | Postage - Paid to Private Entity (does not include small parcels as customers will use PowerTrack process to pay for these shipments) |
| PRLI | Professional Liability Insurance |
| REIM | Reimbursements: Fees, Licenses, Permits (does not include MIPRs) |
| RELS | Religious Services |
| RENT | Lease & Rental Agreements |
| SPEC | Purchase of Special Items |
| SUGG | Award for Suggestion |
| TELE | Telephone |
| THHG | Transportation for Local Move or Delivery Out of HHG only (In/Out Bound Local Moves) |
| TOPS | Transportation TOP Vouchers |
| TRAN | Transportation Incentive Program (car pooling, METRO, etc) |
| TRNE | Training and Education Expenses - Paid to Employee (non-contract) |
| TRNG | Training and Education Expenses - Paid to State, Federal, or Government entity (non-contract) |
| TRNP | Training and Education Expenses - Paid to Private University (non-contract) |
| UTIL | Utility Payments |
| VETS | Veterinary Service |
| WITN | Witness Fees for Courts Martial |

## Initiating a Misc. Pay for:

### Federal Entity:

1.  Log into **WAWF** at https://wawf.eb.mil

> 📄 Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button".  Click OK and then type User ID and Password or Certificate, and click "Submit".

2.  Click "Logon to WAWF".

3.  Click the "Acceptor" link to open the sub links in the side bar menu.

4.  Click the "Create Misc. Pay" link.

5.  The "Create New Misc. Pay Voucher" screen appears.



6.  Select the "Federal Entity: Federal Employee or Military Member, including Retirees" radio button and click "Continue".

1. Hide Menu

**Wide Area Workflow**

Pay Dodaac: Pay Dodaac

## Create New Federal Misc. Pay Voucher

\* = Required Fields

*FOUO - Privacy Sensitive:*

*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

Pay DoDAAC *      Social Security Account Number * / Confirm Social Security Account Number *

Service Acceptor * / Ext.  Acct Install No *

[ Continue ]   [ Return ]   [ Reset ]   [ Page Help ]

7.  Enter the Pay Office DoDAAC (M67443) and the Payee's SSN.

> *Note: The Social Security Number must be entered twice for validation.*

8.  Select the appropriate Service Acceptor DoDAAC from the drop-down list.
9.  Enter the Account Install No (067443).
10. Click "Continue".
11. WAWF will retrieve information from the Corporate Electronic Funds Transfer (CEFT) database to populate the Payee information on the Addresses Tab.

> *Note: If the CEFT record cannot be located and the Misc. Pay document is created, the transaction will be suspended and placed in the "Access Suspended CEFT Transactions Folder".*
>
> *An e-mail must be sent to CCO-CAPS-Remit@dfas.mil for assistance in creating a matching record in CEFT.  A form will be e-mailed for completion and submission and, upon receipt, the system will be updated within 24 hours. Once the Payee's data is entered into the CEFT database the Initiator can retrieve the suspended Misc Pay Voucher from this folder and reprocess.*
>
> *Please see Page 47 for more information.*

**Wide Area Workflow**

## Create New Misc. Pay Voucher

\* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | | | | Invoice Date |
|---|---|---|---|---|
| | | | | 2008/06/24 |

| LPO DoDAAC * / Ext. | Admin DoDAAC | Invoice No. | Misc.Type * |
|---|---|---|---|
| M00264 | M00264 | TRA4820M | REIM |

**Document Selected:**

Misc. Pay

Continue    Return    Reset    Page Help

Microsoft Excel - DFPM823_4.0_MISCPAY_NEDA.xls

12. Complete the fields for LPO DoDAAC and Admin DoDAAC. Enter your unique Invoice No and select the appropriate Misc. Pay Type. Click "Continue".

**Wide Area Workflow**

Voucher | Addresses | Comments

## Data Capture - Federal Misc. Pay Voucher

\* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | | Invoice Number | Invoice Date |
|---|---|---|---|
| W3REIM08J82195002 | | TRA4820M | 2008/06/24 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| | SDN | ACRN | Chargeable FY | | |

Description *

Create Document    Return    Page Help

13. The "Data Capture - Federal Misc. Pay Voucher" screen appears and, based on previously entered data, WAWF generates the Misc Pay Control Number. Click the Add icon under "Actions" to add a line item.

## Wide Area Workflow

| Voucher | Addresses | Comments |

## Data Capture - Federal Misc. Pay Voucher

\* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Number | Invoice Date |
|---|---|---|
| W3REIM08J82195002 | TRA4820M | 2008/06/24 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| 0001 | 1 | EA | $ 756.45 | $ 756.45 | 🖫 ✕ |
| | SDN | ACRN | Chargeable FY | | |
| | | | | | |

Description *

Seminar

14.  Complete all required (\*) fields. Click the Save icon under "Actions".

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📄 Note: The "Description" must clearly identify the item(s) invoiced.

Review all information for accuracy, especially the DoDAACs. If changes are required, click the Edit icon. If you need to add additional items, click the Add icon.

Remember to save each line item.

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15.  Click "Create Document".

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |
| --- | --- | --- |

# MISC. PAYMENT

## - CONTINUATION SHEET

* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date |
| --- | --- | --- | --- |
| W3UTIL08J028B4001 | UTIL | TRA4820M | 2008/06/24 |

### Initiator Information

**Name:** Steve Gleesing
**Title:** Goverment
**Phone #:** 555 555-5555
**DSN:**
**Email:** jerolyn.melendez@ecedi.nit.disa.mil
**Org Email:** mcwawf@yahoo.com
**Comments:**

**IRD:** 2008/06/24
**Date of Action:** 2008/06/24
**Action(s):**

Attachments:
Attachments:
ECP_491_Gov_Initiator_Functionality.doc

Page Help

**UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE VOUCHER TAB TO SUBMIT.**

16. Select the "Misc. Info" tab, and click the Add icon to add attachments.

17. Return to the "Voucher" tab.

18. The Misc. Pay document is now ready for submission. Verify the data is correct. If changes are required, click "Return", otherwise click "Submit".

**Wide Area Workflow**

The Misc. Payment was successfully submitted.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| W3REIM08J82195002 | | TRA4820M | TRA4820M |

Email sent to Acceptor: mcwawf@yahoo.com
Email sent to Acceptor: mcwawf@yahoo.com

**Send More Email Notifications**

Return    Page Help

*Tue Jun 24 11:41:49 MST 2008*

19. A screen appears, confirming "The Misc. Payment was successfully submitted." Click "Send More E-Mail Notifications".

20. Select recipient(s) or add e-mail addresses.

> *Note: New e-mail addresses are automatically saved to your Address Book.*
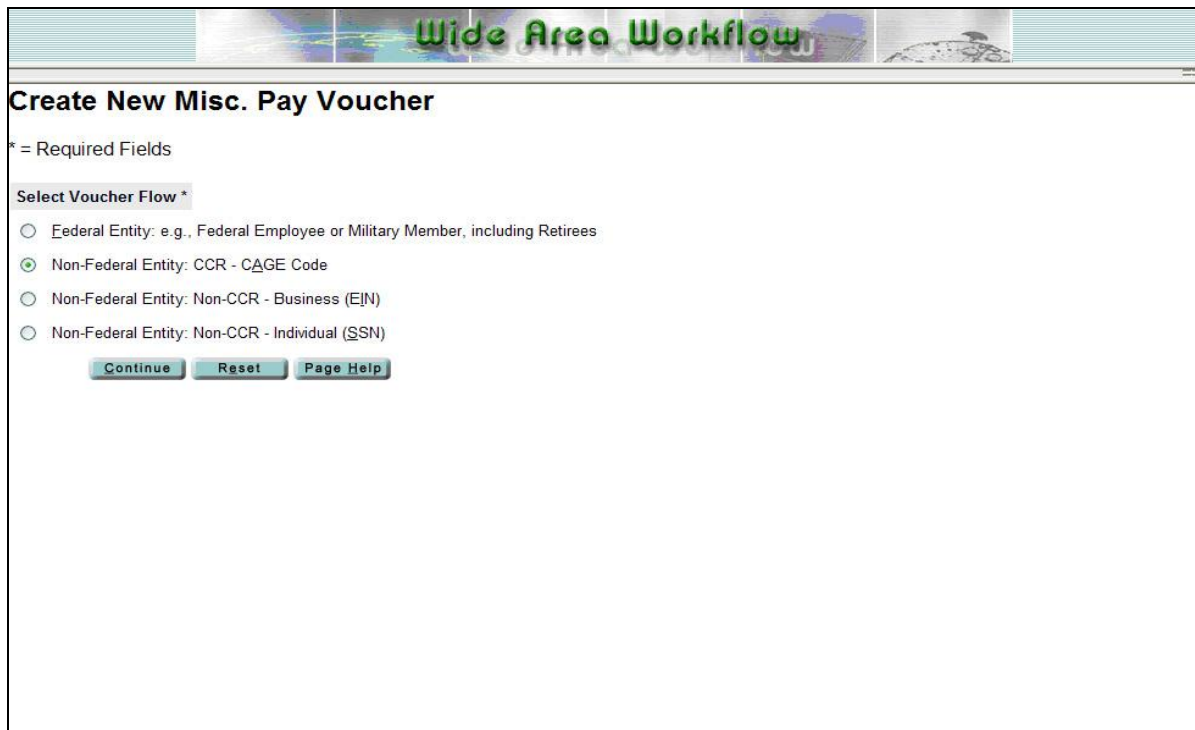>
> *Once the document has been created and submitted, it can be viewed in the Acceptance Folder. Make note of the Misc. Pay Control Number for ease of search.*

### Non-Federal Entity CCR - CAGE Code:

1.  Log into **WAWF** at https://wawf.eb.mil

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*▣ Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button".  Click OK and then type User ID and Password or Certificate, and click "Submit".*

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2.  Click "Logon to WAWF".
3.  Click the "Acceptor" link to open the sub links in the side bar menu.
4.  Click the "Create Misc. Pay" link.
5.  The "Create New Misc. Pay Voucher" screen appears.



6.  Select the "Non-Federal Entity: CCR - CAGE Code" radio button and click "Continue".

**Wide Area Workflow**

**Create New Non-Federal Misc. Pay Voucher**

* = Required Fields

| Pay DoDAAC * | CAGE Code / Ext. * |
|---|---|
| M67443 | 028B4 |

| Service Acceptor * / Ext. | Acct Install No * |
|---|---|
| M00264 | 067443 |

[ Continue ]  [ Return ]  [ Reset ]  [ Page Help ]

7.   Enter the Pay Office DoDAAC (M67443) and the CAGE Code.

8.   Select the appropriate Service Acceptor DoDAAC and enter the Account Install No (067443). Click "Continue".



**Wide Area Workflow**

**Create New Misc. Pay Voucher**

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Date |
|---|---|
| | 2008/06/24 |

| LPO DoDAAC * / Ext. | Admin DoDAAC | Invoice No. | Misc.Type * |
|---|---|---|---|
| M00264 | M00264 | TRA4820M | UTIL |

Document Selected:

Misc. Pay

[ Continue ]  [ Return ]  [ Reset ]  [ Page Help ]

9.   Complete the fields for LPO DoDAAC and Admin DoDAAC. Enter your unique Invoice No and select the appropriate Misc. Pay Type. Click "Continue".

## Wide Area Workflow

| Voucher | Addresses | Comments |
|---------|-----------|----------|

## Data Capture - Non-Federal Misc. Pay Voucher

\* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|
| W3UTIL08J028B4001 | TRA4820M | 2008/06/24 | 820100960 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| 0001 | 1 | MO | $1,245,268.98 | $1,245,268.98 | ✏ 🗑 |
| | SDN | ACRN | Chargeable FY | | |

| | Acct Install No | | |
|---|---|---|---|
| | 067443 | | |

**Description ***

MCB Quantico Electric Bill Month of May

Actions

Document Total:
$1245268.98

| Create Document | Return | Page Help |
|---|---|---|

10. The "Data Capture – Non-Federal Misc. Pay Voucher" screen appears and, based on previously entered data, WAWF generates the Misc. Pay Control Number. Click the Add icon under "Actions" to add a line item.

## Wide Area Workflow

| Voucher | Addresses | Comments |

### Data Capture - Non-Federal Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|
| W3UTIL08J028B4001 | TRA4820M | 2008/06/24 | 820100960 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| 0001 | 1 | MO | $ 1,245,268.98 | $ 1,245,268.98 | 🖫 ✕ |

| SDN | ACRN | Chargeable FY |
|---|---|---|
| | | |

**Description ***

MCB Quantico Electric Bill Month of May

11. Complete all required (*) fields. Click the Save icon under "Actions".

▨ *Note: The "Description" must clearly identify the item(s) invoiced.*

## Wide Area Workflow

| Voucher | Addresses | Comments |

### Update Addresses

* = Required Fields

**Payee Information.:**

| | | |
|---|---|---|
| *Payee **N**ame 1: | Johnny Appleseed | |
| * **A**ddress 1: | 1500 Main St | |
| **A**ddress 2: | | |
| **A**ddress 3: | | |
| **A**ddress 4: | | |
| *City: | Stafford | *State: VA   *ZIP Code: 22553 |
| Country: | | Military Location Description: |
| *Phone Number: | (540) 658-4778 | Email: |
| *Bank Routing Number: | 304964123 | *Bank Account Number: 83153   *Account Type: Checking |

Enter Payee Bank Account Number

**Administered By DoDAAC: M00264**

| | |
|---|---|
| *Activity **N**ame 1: | TRAFFIC MANAGEMENT OFFICER |
| Activity **N**ame 2: | |
| Activity **N**ame 3: | |

12. Select the "Addresses" tab to verify Addressee information.

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

- CONTINUATION SHEET

\* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date |
|---|---|---|---|
| W3UTIL08J028B4001 | UTIL | TRA4820M | 2008/06/24 |

### Initiator Information

Name: Steve Gleesing
Title: Goverment
Phone #: 555 555-5555
DSN:
Email: jerolyn.melendez@ecedi.nit.disa.mil
Org Email: mcwawf@yahoo.com
Comments:

IRD: 2008/06/24
Date of Action: 2008/06/24
Action(s):

Attachments:
Attachments:
ECP_491_Gov_Initiator_Functionality.doc

Page Help

**UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE VOUCHER TAB TO SUBMIT.**

13. Select the "Misc. Info" tab, and click the Add icon to add attachments.

14. Return to the Voucher tab when finished.

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

\* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|---|
| W3UTIL08J028B4001 | UTIL | TRA4820M | 2008/06/24 | 820100960 |

| | | | | Amount |
|---|---|---|---|---|
| Item No | Unit Price | Unit of Measure | Qty. Shipped | |
| 0001 | $1,245,268.98 | MO | 1 | $1,245,268.98 |
| | ACRN | SDN | Chargeable FY | |
| | Acct Install No | | | |
| | 067443 | | | |
| | Description | | | |
| | MCB Quantico Electric Bill Month of May | | | |
| | | This cell contains a table of Line Item data. | TOTAL: | $1,245,268.98 |

Routing Information:

| Payee | | Administered By |
|---|---|---|
| CAGE Code: 028B4  Extension: | | DoDAAC: M00264 |

15. From the "Voucher" tab, click "Create Document".

16. The Misc Pay document is now ready for submission. Verify the data is correct. If changes are required, click "Return", otherwise click "Submit".

## Wide Area Workflow

The Misc. Payment was successfully submitted.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| W3REIM08J82195002 | | TRA4820M | TRA4820M |

Email sent to Acceptor: mcwawf@yahoo.com
Email sent to Acceptor: mcwawf@yahoo.com

**Send More Email Notifications**

[ Return ]  [ Page Help ]

*Tue Jun 24 11:41:49 MST 2008*

17. A screen appears, confirming "The Misc. Payment was successfully submitted." Click "Send More E-Mail Notifications".

18. Select recipient(s) or add e-mail addresses.

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*Note: New e-mail addresses are automatically saved to your Address Book.*

*Once the document has been created and submitted, it can be viewed in the Acceptance Folder. Make note of the Misc. Pay Control Number for ease of search.*

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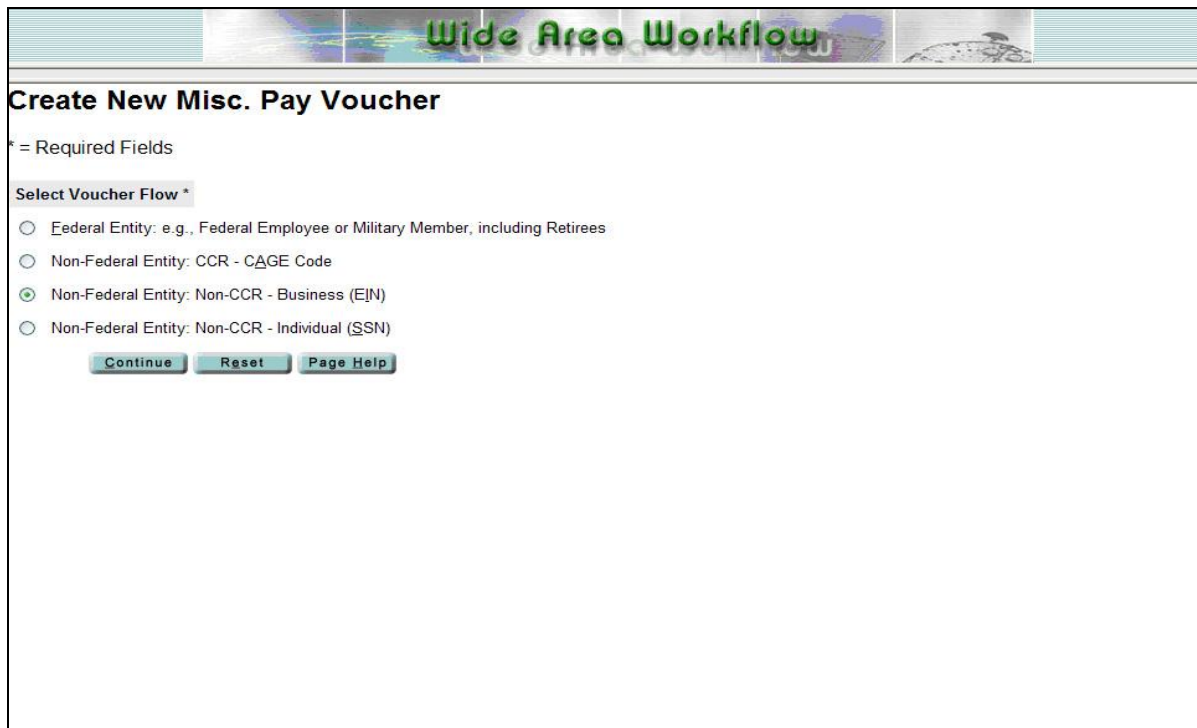
### Non-Federal Entity Non-CCR – Business (EIN):

1.  Log into **WAWF** at https://wawf.eb.mil

---

▤ *Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button".  Click OK and then type User ID and Password or Certificate, and click "Submit".*

---

2.  Click "Logon to WAWF".
3.  Click the "Acceptor" link to open the sub links in the side bar menu.
4.  Click the "Create Misc. Pay" link.
5.  The "Create New Misc. Pay Voucher" screen appears.

**Wide Area Workflow**

## Create New Misc. Pay Voucher

\* = Required Fields

**Select Voucher Flow \***

○ Federal Entity: e.g., Federal Employee or Military Member, including Retirees

○ Non-Federal Entity: CCR - CAGE Code

◉ Non-Federal Entity: Non-CCR - Business (EIN)

○ Non-Federal Entity: Non-CCR - Individual (SSN)

[Continue]  [Reset]  [Page Help]

6.  Select the "Non-Federal Entity: Non-CCR – Business (EIN)" radio button and click "Continue".

**Wide Area Workflow**

## Create New Non-Federal Misc. Pay Voucher

* = Required Fields

**Pay DoDAAC ***          **Employer Identification Number ***

**Service Acceptor * / Ext.   Acct Install No ***

[ Continue ]   [ Return ]   [ Reset ]   [ Page Help ]

7. Enter the Pay Office DoDAAC (M67443) and the Employer Identification Number (EIN).

8. Select the appropriate Service Acceptor DoDAAC and enter the Account Install No (067443). Click "Continue".

9. WAWF will retrieve information from the Corporate Electronic Funds Transfer (CEFT) database to populate the Payee information on the Addresses Tab

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*Note: If the CEFT record cannot be located and the Misc. Pay document is created, the transaction will be suspended and placed in the "Access Suspended CEFT Transactions Folder".*

*An e-mail must be sent to CCO-CAPS-Remit@dfas.mil for assistance in creating a matching record in CEFT. A form will be e-mailed for completion and submission and, upon receipt, the system will be updated within 24 hours. Once the Payee's data is entered into the CEFT database the Initiator can retrieve the suspended Misc Pay Voucher from this folder and reprocess.*

*Please see Page 47 for more information.*

**Wide Area Workflow**

## Create New Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | | | | Invoice Date |
|---|---|---|---|---|
| | | | | 2008/06/24 |

| LPO DoDAAC * / Ext. | | Admin DoDAAC | Invoice No. | Misc.Type * |
|---|---|---|---|---|
| M00264 | | M00264 | TRA4820M | UTIL |

**Document Selected:**

Misc. Pay

[Continue]  [Return]  [Reset]  [Page Help]

10. Complete the fields for LPO DoDAAC and Admin DoDAAC. Enter your unique Invoice No and select the appropriate Misc. Pay Type. Click "Continue".

**Wide Area Workflow**

| Voucher | Addresses | Comments |

## Data Capture - Non-Federal Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Number | Invoice Date |
|---|---|---|
| W3UTIL08J58791002 | TRA4821M | 2008/06/24 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| | SDN | ACRN | Chargeable FY | | |

Description *

[Create Document]  [Return]  [Page Help]
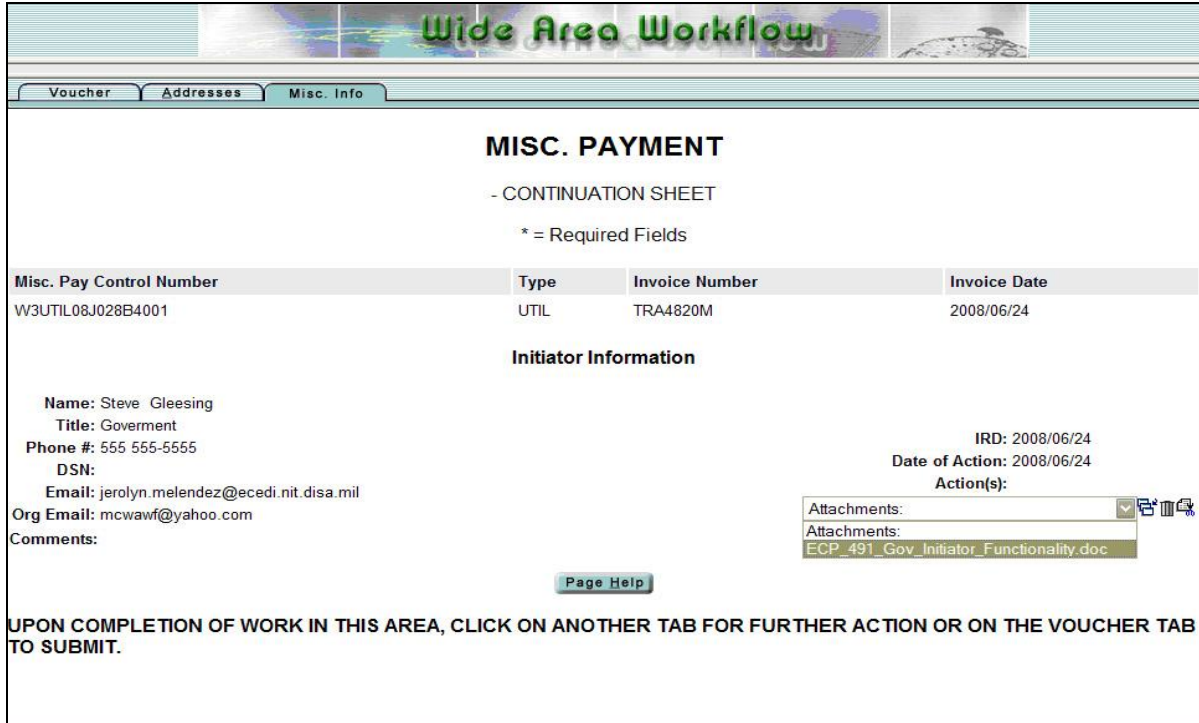
11. The "Data Capture – Non-Federal Misc. Pay Voucher" screen appears and, based on previously entered data, WAWF generates the Misc Pay Control Number. Click the Add icon under "Actions" to add a line item.

12. Complete all required (*) fields. Click the Save icon under "Actions".

---

📄 *Note: The "Description" must clearly identify the item(s) invoiced.*

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13. Review all information for accuracy. If changes are required, click the Edit icon. If you need to add additional items, click the Add icon.

> 🖹 Note: Remember to save each line item.

14. Upon completion, click "Create Document".



**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

**MISC. PAYMENT**

- CONTINUATION SHEET

\* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date |
|---|---|---|---|
| W3UTIL08J028B4001 | UTIL | TRA4820M | 2008/06/24 |

**Initiator Information**

Name: Steve  Gleesing
Title: Goverment
Phone #: 555 555-5555
DSN:
Email: jerolyn.melendez@ecedi.nit.disa.mil
Org Email: mcwawf@yahoo.com
Comments:

IRD: 2008/06/24
Date of Action: 2008/06/24
Action(s):

Attachments:
Attachments:
ECP_491_Gov_Initiator_Functionality.doc

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE VOUCHER TAB TO SUBMIT.

15. Select "Misc. Info" tab, and click the Add icon to add attachments.

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

\* = Required Fields

| Misc. Pay Control Number | | Type | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|---|---|
| W3UTIL08J028B4001 | | UTIL | TRA4820M | 2008/06/24 | 820100960 |

| | | | | Amount |
|---|---|---|---|---|

| Item No | Unit Price | Unit of Measure | Qty. Shipped | |
|---|---|---|---|---|
| 0001 | $1,245,268.98 | MO | 1 | $1,245,268.98 |
| | ACRN | SDN | Chargeable FY | |

| Acct Install No |
|---|
| 067443 |

**Description**

MCB Quantico Electric Bill Month of May

| | This cell contains a table of Line Item data. | TOTAL: | $1,245,268.98 |
|---|---|---|---|

**Routing Information:**

| Payee | Administered By |
|---|---|
| CAGE Code: 028B4   Extension: | DoDAAC: M00264 |

16. The Misc. Pay document is now ready for submission. Verify the data is correct. If changes are required, click "Return", otherwise click "Submit".

Wide Area Workflow

**The Misc. Payment was successfully submitted.**

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| W3UTIL08J58791002 | | TRA4821M | TRA4821M |

Email sent to Acceptor: mcwawf@yahoo.com
Email sent to Acceptor: mcwawf@yahoo.com

**Send More Email Notifications**

[ Return ]  [ Page Help ]

*Tue Jun 24 11:04:50 MST 2008*

17. A screen appears, confirming "The Misc. Payment was successfully submitted". Click "Send More E-Mail Notifications".

18. Select recipient(s) or add e-mail addresses.

---

⬚ *Note: New e-mail addresses are automatically saved to your Address Book after submitting.*

*Once the document has been created and submitted, it can be viewed in the Acceptance Folder. Make note of the Misc. Pay Control Number for ease of search.*

---

### Non-Federal Entity Non-CCR – Individual (SSN):

1. Log into **WAWF** at https://wawf.eb.mil

> ▤ *Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".*

2. Click "Logon to WAWF".
3. Click the "Acceptor" link to open the sub links in the side bar menu.
4. Click the "Create Misc. Pay" link.
5. The "Create New Misc Pay Voucher" screen appears.

**Wide Area Workflow**

## Create New Misc. Pay Voucher

\* = Required Fields

**Select Voucher Flow \***

○ Federal Entity: e.g., Federal Employee or Military Member, including Retirees
○ Non-Federal Entity: CCR - CAGE Code
○ Non-Federal Entity: Non-CCR - Business (EIN)
◉ Non-Federal Entity: Non-CCR - Individual (SSN)

[ Continue ]  [ Reset ]  [ Page Help ]

6. Select the "Non-Federal Entity: Non-CCR – Individual (SSN)" radio button and click "Continue".

1. Hide Menu

**Wide Area Workflow**

## Create New Non-Federal Misc. Pay Voucher

\* = Required Fields

*FOUO - Privacy Sensitive:*

*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

Pay DoDAAC \*        Social Security Account Number \* / Confirm Social Security Account Number \*

Service Acceptor \* / Ext.   Acct Install No \*

[ Continue ]   [ Return ]   [ Reset ]   [ Page Help ]

7.   Enter the Pay Office DoDAAC (M67443) and the Payee's SSN.

---

▤ *Note: The Social Security Number must be entered twice for validation.*

---

8.   Select the appropriate Service Acceptor DoDAAC from the drop-down list.

9.   Enter the Account Install No (067443). Click "Continue".

10.  WAWF will retrieve information from the Corporate Electronic Funds Transfer (CEFT) database to populate the Payee information on the Addresses Tab

---

▤ *Note: If the CEFT record cannot be located and the Misc. Pay document is created, the transaction will be suspended and placed in the "Access Suspended CEFT Transactions Folder".*

*An e-mail must be sent to CCO-CAPS-Remit@dfas.mil for assistance in creating a matching record in CEFT.  A form will be e-mailed for completion and submission and, upon receipt, the system will be updated within 24 hours. Once the Payee's data is entered into the CEFT database the Initiator can retrieve the suspended Misc Pay Voucher from this folder and reprocess.*

*Please see Page 47 for more information.*

---

## Wide Area Workflow

### Create New Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | | | | Invoice Date |
|---|---|---|---|---|
| | | | | 2008/06/24 |

| LPO DoDAAC * / Ext. | | Admin DoDAAC | Invoice No. | Misc.Type * |
|---|---|---|---|---|
| M00264 | | M00264 | TRA4822M | REIM |

**Document Selected:**

Misc. Pay

Continue    Return    Reset    Page Help

11. Complete the fields for LPO DoDAAC and Admin DoDAAC. Enter your unique Invoice No and select the appropriate Misc. Pay Type. Click "Continue".

## Wide Area Workflow

| Voucher | Addresses | Comments |

### Data Capture - Non-Federal Misc. Pay Voucher

* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | | Invoice Number | Invoice Date |
|---|---|---|---|
| W3UTIL08J58791002 | | TRA4821M | 2008/06/24 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| | SDN | ACRN | Chargeable FY | | |

**Description ***

Create Document    Return    Page Help

12. The "Data Capture – Non-Federal Misc. Pay Voucher" screen appears and, based on previously entered data, WAWF generates the Misc. Pay Control Number. Click the Add icon under "Actions" to add a line item.

## Wide Area Workflow

| Voucher | Addresses | Comments |

## Data Capture - Non-Federal Misc. Pay Voucher

\* = Required Fields, Date = YYYY/MM/DD

| Misc. Pay Control Number | Invoice Number | Invoice Date |
|---|---|---|
| W3REIM08J98124001 | TRA4822M | 2008/06/24 |

| Line ID * | Qty. Invoiced * | Unit * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| 0001 | 1 | MO | $ 2,152.05 | $ 2,152.05 | 🖫 ✕ |

| SDN | ACRN | Chargeable FY |
|---|---|---|
| | | |

**Description \***

MCB Quantico Organists May 08

13. Complete all required (\*) fields. Click the Save icon under "Actions".

Note: The "Description" must clearly identify the item(s) invoiced.

## Wide Area Workflow

| Voucher | Addresses | Misc. Info |

### MISC. PAYMENT

- CONTINUATION SHEET

* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date |
|---|---|---|---|
| W3UTIL08J028B4001 | UTIL | TRA4820M | 2008/06/24 |

**Initiator Information**

Name: Steve  Gleesing
Title: Goverment
Phone #: 555 555-5555
DSN:
Email: jerolyn.melendez@ecedi.nit.disa.mil
Org Email: mcwawf@yahoo.com
Comments:

IRD: 2008/06/24
Date of Action: 2008/06/24
Action(s):

Attachments:
Attachments:
ECP_491_Gov_Initiator_Functionality.doc

Page Help

**UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE VOUCHER TAB TO SUBMIT.**

14. Select the "Misc. Info" tab, and click the Add icon to add attachments.

15. ▤ *Note: Remember to save each line item. Review all information for accuracy, especially the DoDAACs. If changes are required, click the Edit icon under "Actions". If you need to add additional items, click the Add icon.*

16. Click "Create Document"

**Wide Area Workflow**

| | Acct Install No | | |
|---|---|---|---|
| | 067443 | | |

**Description**

MCB Quantico Organists May 08

| | | TOTAL: | $2,152.05 |

**Routing Information:**

| **Payee** | **Administered By** |
|---|---|
| Payee SSAN:  876098124 | DoDAAC:  M00264 |
| Name:  Rachel Fastfingers | Name:  TRAFFIC MANAGEMENT OFFICER |
| **Service Acceptor** | **Local Processing Official** |
| Code:  M00264    Extension: | DoDAAC:  M00264    Extension: |
| Name:  TRAFFIC MANAGEMENT OFFICER | Name:  TRAFFIC MANAGEMENT OFFICER |
| **Payment Official** | |
| DoDAAC:  M67443 | |
| Name:  DEFENSE FIN ACCT SERV-KC CNTR | |

Submit   This cell contains Payment Official Information

17. The Misc. Pay document is now ready for submission. Verify the data is correct. If changes are required, click "Return", otherwise click "Submit".

**Wide Area Workflow**

The Misc. Payment was successfully submitted.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| W3UTIL08J58791002 | | TRA4821M | TRA4821M |

Email sent to Acceptor: mcwawf@yahoo.com
Email sent to Acceptor: mcwawf@yahoo.com

**Send More Email Notifications**

Return    Page Help

*Tue Jun 24 11:04:50 MST 2008*

18. A screen appears, confirming "The Misc Payment was submitted successfully." Click "Send More E-Mail Notifications".

---

📄 *Note: New e-mail addresses are automatically saved to your Address Book after submitting.*

*Once the document has been created and submitted, it can be viewed in the Acceptance Folder. Make note of the Misc. Pay Control Number for ease of search.*

---

## Accepting a Misc. Pay:

1.  Log into **WAWF** at https://wawf.eb.mil
2.  Click "Logon to WAWF".

> 📄 Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3.  Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4.  Click "Access Acceptance Folder".
5.  Select DoDAAC. Select Misc. Pay for "Document Type." Click Submit.

### Wide Area Workflow

Submit: Submit

**Acceptance Folder for 'M00264' (15 items, sorted by Contract Number)**

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Hold RR? | Invoice Number | Invoice Received Date | Status | In |
|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 1 | Invoice 2in1 | 9H636 | D0026407C00001 | 2006407C00001 | A0001 | | Submitted | H | A0001 | 2008-05-28 | Submitted | |
| 2 | Invoice 2in1 | 02DH1 | JEREMY02F0001 | | TPA5527M | | Submitted | H | TPA5527M | 2008-03-03 | Submitted | |
| 3 | Invoice 2in1 | 02DH1 | JEREMY02F0001 | | TPB5327M | | Submitted | H | TPB5327M | 2008-03-03 | Submitted | |
| 4 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5308M | | Submitted | H | TPA5308M | 2008-03-03 | Submitted | |
| 5 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5312M | | Submitted | H | TPA5312M | 2008-03-03 | Submitted | |
| 6 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5508M | | Submitted | H | TPA5508M | 2008-03-03 | Submitted | |
| 7 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5512M | | Submitted | H | TPA5512M | 2008-03-03 | Submitted | |
| 8 | Invoice 2in1 | 028B4 | M0026402F0414 | | TPA5500M | | Submitted | H | TPA5500M | 2008-02-22 | Submitted | |
| 9 | Combo | 028B4 | M0026402F0414 | | TPE4606M | | Inspected | H | TPE4606M | 2005-06-17 | Suspended | |
| 10 | Combo | 028B4 | M0026402F0414 | | TPI3606M | | Submitted | H | TPI3606M | 2003-12-02 | Processed | |
| 11 | Combo | 028B4 | M0026402F0414 | | TPJ3606M | | Submitted | H | TPJ3606M | 2003-12-09 | Processed | |
| 12 | Combo | 028B4 | M0026402F0414 | | TPL3606M | | Submitted | H | TPL3606M | 2004-01-05 | Processed | |
| 13 | Combo | 028B4 | M0026402F0414 | | TPUA606M | | Inspected | H | TPUA606M | 2004-07-26 | Processed | |
| 14 | Combo | 028B4 | PREVAL0000020 | | TPA4606M | | Submitted | H | TPA4606M | 2005-01-13 | Suspended | |
| 15 | Misc. Pay | 09NL0 | W3UTIL08K09NL0002 | | W3UTIL08K09NL0001 | | Submitted | H | W3UTIL08K09NL0001 | 2008-07-02 | Submitted | |

First    Next    Previous    Last

6.  From the "Shipment Number" column, click the Misc. Pay document you want to accept.

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

* = Required Fields

| Misc. Pay Control Number | | Type | Invoice Number | | Invoice Date | Payee EIN |
|---|---|---|---|---|---|---|
| W3UTIL08K09NL0002 | | UTIL | W3UTIL08K09NL0001 | | 2008/07/02 | |

| | | | | Amount |
|---|---|---|---|---|
| Item No | Unit Price | Unit of Measure | Qty. Shipped | |
| 0001 | $1 | EA | 10 | $10.00 |
| | ACRN * | SDN * | Chargeable FY * | |
| | AA | A93889 | 2008 | |
| | Acct Install No | | | |
| | 067443 | | | |
| | Description | | | |
| | Misc Pay July 02, 2008 | | | |

Actions

7. Enter the required financial data: SDN, ACRN and the Chargeable FY.



**Wide Area Workflow**

| Payee | Administered By |
|---|---|
| CAGE Code: 09NL0  Extension: | DoDAAC: M00264 |
| Name: IMPACT PARTNERS, L.P. | Name: TRAFFIC MANAGEMENT OFFICER |
| **Service Acceptor** | **Local Processing Official** |
| Code: M00264  Extension: | DoDAAC: M67443  Extension: |
| Name: TRAFFIC MANAGEMENT OFFICER | Name: DEFENSE FIN ACCT SERV-KC CNTR |
| **Payment Official** | |
| DoDAAC: M67443 | |
| Name: DEFENSE FIN ACCT SERV-KC CNTR | |

ACTION BY: M00264 *

☑ Accepted
☐ Reject to Initiator

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Date Received : 2008/07/02
YYYY/MM/DD

2008/07/02
YYYY/MM/DD
Date

Signature

Signature Of Authorized Government Representative

Submit    Return    Page Help

8. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Accepted". Enter appropriate dates. Finally, click "Signature".

9. Enter WAWF Password. Click "Continue".
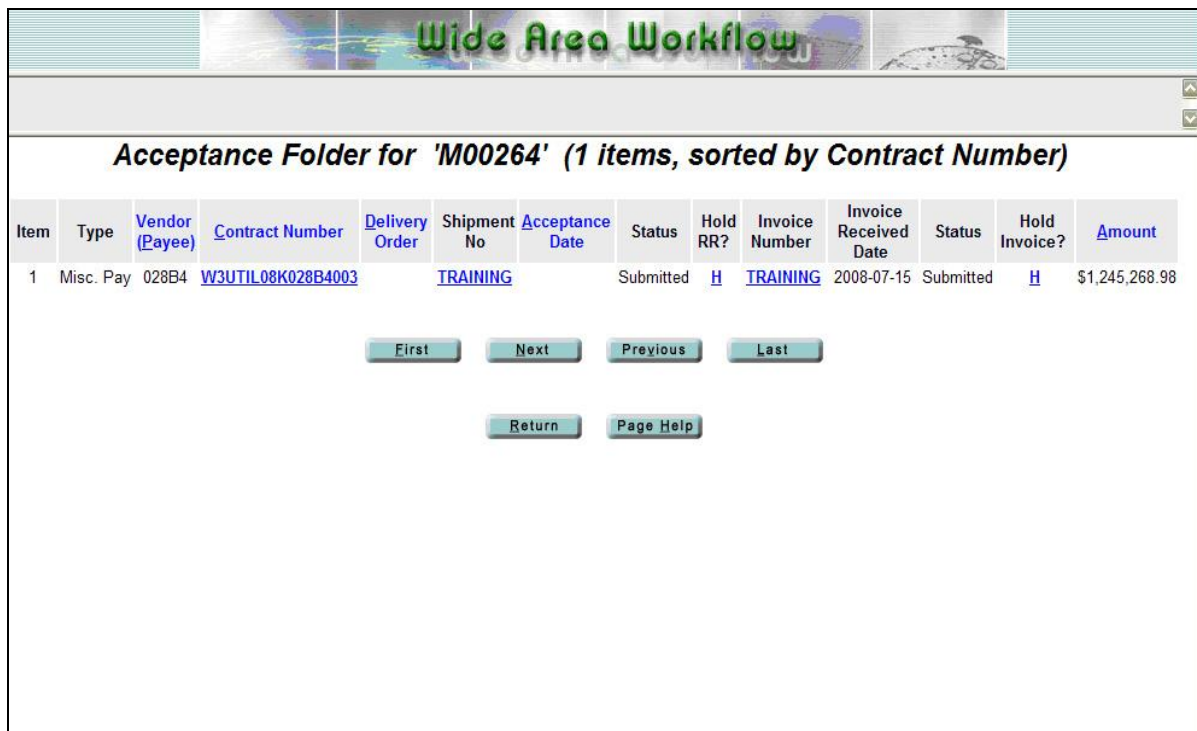
10. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

11. A screen appears confirming "The Misc. Payment has been successfully accepted."

12. Once the document has been accepted, it can be viewed in the Acceptance History folder. Note the Misc. Pay Control Number for ease of search.

## Adding Sub-Lines Prior to Acceptance:

1. Log into **WAWF** at https://wawf.eb.mil
2. Click "Logon to WAWF".

> 🗎 Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder".
5. Select DoDAAC. Select Misc Pay for "Document Type." Click "Continue".

### Wide Area Workflow

**Acceptance Folder for 'M00264' (1 items, sorted by Contract Number)**

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Hold RR? | Invoice Number | Invoice Received Date | Status | Hold Invoice? | Amount |
|------|------|----------------|-----------------|----------------|-------------|-----------------|--------|----------|----------------|----------------------|--------|---------------|--------|
| 1 | Misc. Pay | 028B4 | W3UTIL08K028B4003 | | TRAINING | | Submitted | H | TRAINING | 2008-07-15 | Submitted | H | $1,245,268.98 |

First   Next   Previous   Last

Return   Page Help

6. Click the Misc. Pay document in the "Shipment Number" column that needs Sub-CLINs added.

**Wide Area Workflow**

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

\* = Required Fields

| Misc. Pay Control Number | Type | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|---|
| W3UTIL08K028B4003 | UTIL | TRAINING | 2008/07/15 | |

| | | | | Amount |
|---|---|---|---|---|
| **Item No** | **Unit Price** | **Unit of Measure** | **Qty. Shipped** | |
| 0001 | $1,245,268.98 | MO | 1 | $1,245,268.98 |
| | **ACRN \*** | **SDN \*** | **Chargeable FY \*** | |
| | | | | |
| | **Acct Install No** | | | |
| | 067443 | | | |
| | **Description** | | | |
| | Quantico Electric Bill June 08 | | | |

Actions

🖳

Add Sub-Line No

TOTAL :        $1,245,268.98

7.  Click the Add Sub-Line No. icon under "Actions" to add a sub-line item.

> 📄 *Note: The "Sub-Line" total must be equal to the Extended Line Item Amount. There must be at least two "Sub-Line" Items.*

| Voucher | Addresses | Misc. Info |

## MISC. PAYMENT

\* = Required Fields

| Misc. Pay Control Number | | Type | Invoice Number | Invoice Date | Payee EIN |
|---|---|---|---|---|---|
| W3UTIL08K028B4003 | | UTIL | TRAINING | 2008/07/15 | |

| | | | | Amount |
|---|---|---|---|---|
| Item No | Unit Price | Unit of Measure | Qty. Shipped | |
| 0001 | $1,245,268.98 | MO | 1 | $1,245,268.98 |
| | Acct Install No | | | |
| | 067443 | | | |
| Description | | | | |
| Quantico Electric Bill June 08 | | | | |

| Sub-Line No * | Qty. Invoiced * | Unit of Measure * | Unit Price * | Amount | Actions |
|---|---|---|---|---|---|
| 0001AA | 1 | MO | $ 249000 | $ 249,000.00 | 🖫 ✕ |
| | ACRN * | SDN * | Chargeable FY * | | |
| | AA | M6785408MD00001 | 2008 | | |
| | Description * | | | | |

8.   Complete all required (*) fields. Click the Save icon under "Actions".

---

📄 *Note: The "Description" must clearly identify the item(s) invoiced.*

---

## Wide Area Workflow

**Description**
MCRC Quantico Electric Bill June 08

| Sub-Line No | Unit Price | Unit of Measure | Qty. Invoiced | Amount | Actions |
|---|---|---|---|---|---|
| 0001AD | $478,693.25 | MO | 1 | $478,693.25 | ✎🗑 |
| | **ACRN** | **SDN** | **Chargeable FY** | | |
| | AA | M0026408MD00004 | 2008 | | |
| | **Acct Install No** | | | | |
| | 067443 | | | | |

**Description**
MC Quantico Electric Bill June 08

| Sub-Line No | Unit Price | Unit of Measure | Qty. Invoiced | Amount | Actions |
|---|---|---|---|---|---|
| 0001AE | $158,812.73 | MO | 1 | $158,812.73 | ✎🗑 |
| | **ACRN** | **SDN** | **Chargeable FY** | | |
| | AA | M6702908MD00005 | 2008 | | |
| | **Acct Install No** | | | | |
| | 067443 | | | | |

**Description**
Marine Barracks 8th&I Electric Bill June 08

| | Actions | Amount |
|---|---|---|
| | 🗐 | $1245268.98 |
| | **TOTAL:** | $1,245,268.98 |

**Routing Information:**

| Payee | Administered By |
|---|---|
| CAGE Code:  028B4  Extension: | DoDAAC:  M00264 |
| Name:  OFFICEMAX INCORPORATED | Name:  TRAFFIC MANAGEMENT OFFICER |
| **Service Acceptor** | **Local Processing Official** |
| Code:  M00264  Extension: | DoDAAC:  M00264  Extension: |
| Name:  TRAFFIC MANAGEMENT OFFICER | Name:  TRAFFIC MANAGEMENT OFFICER |
| **Payment Official** | |
| DoDAAC:  M67443 | |
| Name:  DEFENSE FIN ACCT SERV-KC CNTR | |

**ACTION BY: M00264 \***

☑ Accepted
☐ Reject to Initiator
Date Received :  2008/07/15  📅
YYYY/MM/DD

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

2008/07/15  📅

Signature

This cell contains a table with Signature and Date input fields

...ature Of Authorized Government Representative

Submit    Return    Page Help

9. Check the "Accepted" check box.

10. Enter appropriate dates. Finally, click "Signature".

11. Enter WAWF Password. Click "Continue".

12. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

## Rejecting a Misc. Pay:

1. Log into **WAWF** at https://wawf.eb.mil
2. Click "Logon to WAWF".

> *Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".*

3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
4. Select "Access Acceptance Folder."
5. Select DoDAAC. Select Misc. Pay for "Document Type." Click "Submit".

### Wide Area Workflow

Submit: Submit

### Acceptance Folder for 'M00264' (15 items, sorted by Contract Number)

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Hold RR? | Invoice Number | Invoice Received Date | Status | In |
|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 1 | Invoice 2in1 | 9H636 | D0026407C00001 | 2006407C00001 | A0001 | | Submitted | H | A0001 | 2008-05-28 | Submitted | |
| 2 | Invoice 2in1 | 02DH1 | JEREMY02F0001 | | TPA5527M | | Submitted | H | TPA5527M | 2008-03-03 | Submitted | |
| 3 | Invoice 2in1 | 02DH1 | JEREMY02F0001 | | TPB5327M | | Submitted | H | TPB5327M | 2008-03-03 | Submitted | |
| 4 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5308M | | Submitted | H | TPA5308M | 2008-03-03 | Submitted | |
| 5 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5312M | | Submitted | H | TPA5312M | 2008-03-03 | Submitted | |
| 6 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5508M | | Submitted | H | TPA5508M | 2008-03-03 | Submitted | |
| 7 | Invoice 2in1 | 02DH1 | JEREMY02F0414 | | TPA5512M | | Submitted | H | TPA5512M | 2008-03-03 | Submitted | |
| 8 | Invoice 2in1 | 028B4 | M0026402F0414 | | TPA5500M | | Submitted | H | TPA5500M | 2008-02-22 | Submitted | |
| 9 | Combo | 028B4 | M0026402F0414 | | TPE4606M | | Inspected | H | TPE4606M | 2005-06-17 | Suspended | |
| 10 | Combo | 028B4 | M0026402F0414 | | TPI3606M | | Submitted | H | TPI3606M | 2003-12-02 | Processed | |
| 11 | Combo | 028B4 | M0026402F0414 | | TPJ3606M | | Submitted | H | TPJ3606M | 2003-12-09 | Processed | |
| 12 | Combo | 028B4 | M0026402F0414 | | TPL3606M | | Submitted | H | TPL3606M | 2004-01-05 | Processed | |
| 13 | Combo | 028B4 | M0026402F0414 | | TPUA606M | | Inspected | H | TPUA606M | 2004-07-26 | Processed | |
| 14 | Combo | 028B4 | PREVAL0000020 | | TPA4606M | | Submitted | H | TPA4606M | 2005-01-13 | Suspended | |
| 15 | Misc. Pay | 09NL0 | W3UTIL08K09NL0002 | | W3UTIL08K09NL0001 | | Submitted | H | W3UTIL08K09NL0001 | 2008-07-02 | Submitted | |

[ First ]   [ Next ]   [ Previous ]   [ Last ]

6. From the "Shipment Number" column, click the Misc. Pay document you want to reject.

**Acceptor Information**

Name: Steve Gleesing
Title: Goverment
Phone #: 555 555-5555
DSN:
Email: jerolyn.melendez@ecedi.nit.disa.mil
Org Email: mcwawf@yahoo.com

Date of Action: 2008/07/02
Action(s):
Attachments:

Comments:

Enter Comments

Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

7.  Select the "Misc. Info" tab. Enter clear and concise comments to explain the reason for rejection of the Misc. Pay.



| | |
|---|---|
| Payee SSAN: | DoDAAC: M00263 |
| Name: Joe six pack Samic | Name: TRAFFIC MANAGEMENT OFFICER |
| **Service Acceptor** | **Local Processing Official** |
| Code: M00263   Extension: | DoDAAC: N66020   Extension: |
| Name: TRAFFIC MANAGEMENT OFFICER | Name: OFFICE OF NAVAL RESEARCH ATLANTA |
| **Payment Official** | |
| DoDAAC: M67443 | |
| Name: DEFENSE FIN ACCT SERV-KC CNTR | |

ACTION BY: M00263 *

☐ Accepted
☑ Reject to Initiator
Date Received :
YYYY/MM/DD

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

YYYY/MM/DD
Date

Signature

Signature Of Authorized Government Representative

Submit    Return    Page Help

8.  After comments have been entered in the "Misc. Info" tab, return to the "Voucher" tab. Check the "Reject to Initiator" check box.

9.  Click the "Submit" button at the bottom of the "Voucher" page. A message will appear on a screen that the invoice was rejected successfully and an email notification was sent to the Initiator/Vendor.

## Certifying a Misc. Pay:

1. Log into **WAWF** at https://wawf.eb.mil

2. Click "Logon to WAWF".

> *Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".*

3. Select the "Local Processing Official" link on the left side of the page to open the sub links in the side bar menu.

> *Note: The Local Processing Official verifies the LOA from SABRS and legally certifies the validity and correctness of the Misc. Pay transaction.*

4. Select "Access Certification Folder

5. Select DoDAAC. Select Misc. Pay for "Document Type." Click "Continue".

**Wide Area Workflow**

**LPO Certification Folder for 'M00264' (5 items, sorted by Invoice Received Date)**

| Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Hold RR? | Invoice Number | Invoice Received Date |
|------|------|----------------|-----------------|----------------|-------------|-----------------|--------|----------|----------------|------------------------|
| 1 | Construction Invoice | 001Z0 | DAAB0741DA147 | | GOMR800 | 2008-01-02 | Accepted | H | M14 | D2007-02- |
| 2 | Misc. Pay | 11083 | W3ANGM07B11083002 | | W3ANGM07B11083002 | 2007-12-19 | Accepted | H | W3ANGM07B11083002 | 2007-11-0 |
| 3 | Misc. Pay | 02LU7 | W3ANGM07C02LU7003 | | W3ANGM07C02LU7003 | 2007-12-07 | Accepted | H | W3ANGM07C02LU7003 | 2007-12-0 |
| 4 | Misc. Pay | 028B4 | W3UTIL08F028B4021 | MISCPAYOATI002 | TPB5002M | 2008-03-13 | Accepted | H | TPB5002M | 2008-03-1 |
| 5 | Misc. Pay | 028B4 | W3UTIL08F028B4022 | MISCPAYOATI004 | TPB5004M | 2008-03-12 | Accepted | H | TPB5004M | 2008-03-1 |

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6. The LPO Certification Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.

7. The "Misc. Payment" screen appears with four tabs. The LPO must verify all data, paying special attention to the Long Line of Accounting (LLA). Click "LLA".



8. The Misc. Pay LOA data is displayed in segment form. The LPO must certify that the LOA financial data is correct. When satisfied, return to the "Voucher Tab" for document certification.

9.  All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Document Certified". Enter appropriate dates. Finally, click "Signature".

10. Enter WAWF Password. Click "Continue".

11. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

12. A screen appears confirming "The Misc. Payment was successfully processed."

**Wide Area Workflow**

The Misc. Payment was successfully processed.
It has been processed via EDI.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| W3ANGM07C02LU7003 | | W3ANGM07C02LU7003 | W3ANGM07C02LU7003 |

Email sent to Vendor: WAWFTEST@honeywell.com
Email sent to Vendor: swag@ecedi.nit.disa.mil
Email sent to Pay Official: mcwawf@yahoo.com

**Send More Email Notifications**

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*Wed Jul 02 15:02:19 MST 2008*

13. Once the document has been certified, it can be viewed in the Certification History Folder. Note the Misc. Pay Control Number for ease of search.

## Reprocessing a CEFT Suspended Misc. Pay:

> 🗎 *Note: When notification has been received from DFAS that a matching record in CEFT has been created, the suspended Misc Pay can be reprocessed.*

1. Log into **WAWF** at https://wawf.eb.mil
2. Click "Logon to WAWF".

> 🗎 *Note: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button".  Click OK and then type User ID and Password or Certificate, and click "Submit".*

3. Select the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.



4. Select "Access Suspended CEFT Transaction Folder".

5. Click the "Reprocess Invoice?" link for the Misc Pay that is ready to be reprocessed

# DoD Guidance

National Defense Authorization Act 2001 Requirement: "Section 1008...required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form. Further, Contracting officers, contract administrators, certifying officials, shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

## WAWF Resources:

### WAWF 4.2 Production Site:
https://wawf.eb.mil

### WAWF Training Website:
https://wawftraining.eb.mil

### WAWF Web Based Training (WBT) Website:
http://www.wawftraining.com

### USMC WAWF Help Desk:
(540) 658-2611

### USMC eBusiness Initiative Web Site
http://www.marcorsyscom.usmc.mil/ sites/pa/